

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 96-17

February 16, 1996

TO: All Regional Directors, Officers-in-Charge
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Revised Regional Office Staff Ceilings

In accordance with the Impact Analysis Report which issued in November 1995, the method used to calculate the Regional Office staff ceilings has been modified in two respects. First, the overhead adjustment has been reduced to one FTE per Region for the Regional Director and one-half FTE per Region for each satellite office of five or more professional employees. In addition, the ratio of intake units for "C" and "R" cases has been revised to 2 to 1 from the current ratio of 2.5 to 1,¹ reflecting the priority to be given to the processing of representation cases. Accordingly, the attached Regional Office ceilings marked "Impact Method" incorporate these revisions. These ceilings are also based on the case intake figures for the twelve months ending November 30, 1995 as well as the travel figures for Fiscal Year 1995. These revised Regional Office staffing ceilings are effective immediately.

For your information, also attached are the revised Regional Office ceilings, designated "Old Method", using the traditional method of calculating overhead and a 2.5 to 1 ratio of "C" to "R" cases. These ceilings were based upon the same case intake and travel figures as the "Impact Method" computations and are provided to enable you to determine the effect of the modifications to the overhead and case ratio calculations.

Any questions concerning this memorandum may be addressed to me, your Assistant General Counsel or Executive Assistant Carole K. Coleman.

B.A.B.

Attachments

cc: NLRBU

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¹ Formal compliance cases will count as new intake effective July 1, 1996, after all Regions have implemented Impact Analysis. Accordingly, compliance cases have not been included in the calculations.